

## **APPENDIX C**

### **MILSCAP RECORD LAYOUTS**

The Military Standard Contract Administration Procedures (MILSCAP) , DoD Manual 4000. 25-5-M, prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related information between and among DoD Components.

This series of appendices describes the various MILSCAP record layouts and the data elements included in each. The data elements are considered from the user perspective of the data being entered, as opposed to appendix E which considers the data elements from the programmers perspective for validation of the data entered. Rp is the acronym used throughout these appendices for record position.

APPENDIX C1

ADMINISTRATIVE DATA RECORD #1

A single Administrative Data Record #1 will be prepared per contract.

<u>Field Legend</u>	<u>Record Posit ion (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAA.
PIIN	4-16	Enter the number assigned to the contract . See appendix A48 and DFARS subpart 204.70 for explanation of the PIIN.
SPIIN: Call/Order	17-22	Enter the assigned call or order number in rp 17-20, if applicable, and leave rp 21-22 blank. See appendix A49 . If not applicable, leave blank. (See chapter 4 for the use of this field with contract modifications . )
Effective Date or Order Date	23-29	Enter the Effective Date from the Award/Contract forms or the Order Date from the DD Form 1155. This date is expressed as year-month-day in accordance with appendix A2 .
Reserved	30-44	Leave blank.
Defense Priorities and Allocations System (DPAS)	45-48	Enter the code assigned to the contract in accordance with the DPAS handbook. See appendix A3 . DO or DX should be entered in the first two positions followed by a two position Program Identification code.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
		(A fifth position suffix code, which is appended to the DPAS code for reporting purposes, will not be entered.) When more than one rating applies to a contract, enter code <b>9</b> in rp <b>45</b> and leave the remainder of the field blank; this indicates "see contract." If no DPAS rating is assigned, enter code N in rp 45 and leave the remainder of the field blank. See appendix A3.
Identity Code: Issued By	49-54	Enter the identity code of the purchasing office issuing the contractual document. See appendix A4.
Identity Code: Administered By	55-60	Enter the identity code of the office administering the contract. See appendix A4.
Indicator: Partial Abstract	61	Enter <b>9</b> indicating "see contract, " when all other data elements are not included in this abstract set (PAA-PAH). See appendix A19. Otherwise, leave blank.
Identity Code: Contractor	<b>62-67</b>	Enter the identity code of the contractor shown in the contractor's block of the procurement instrument. See appendix A4. Right justify.
Identity Code: Contractor Facility	68-73	If the work covered by the contract is to be performed in a facility at an address other than the address shown in the contractor's block of the

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
		contract, enter the appropriate identity code of the facility at which the work is to be performed. See appendix A4. Right justify. When more than one facility is involved in performing the contract, enter code 9 in rp 68 and leave the remainder of the field blank; this indicates "see contract." Otherwise, leave blank.
Type of Business	74	Enter the appropriate type of contractor code as listed in appendix A6.
Indicator: Foreign Military Sales (FMS) Requirement	75	Enter code 1 if the contract includes FMS requirements. See appendix A19. Otherwise, leave blank.
Reserved	76	Leave blank.
Numbering: Record Count	77-80	Enter the count of all the records being abstracted for this PIIN/SPIIN. See appendix A21. (When the counter exceeds 9999, transmit last four positions of count only.) Use with PAA only. Count for PBA and PEA is recorded in the related PB1 or PE1 record.

## APPENDIX C2

### ADMINISTRATIVE DATA RECORD #2

A single Administrative Data Record #2 will be prepared Per contract .

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAB.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
Discount Terms	23-37	Enter discount percentage and corresponding number of days allowed for prompt payment. See appendix A1 8. Percentages should be expressed in terms of two positions for the whole number and two positions for the decimal. For example, 03.25 percent; 15.00 percent. Enter the first discount percentage in rp 23-26, with the corresponding number of days in rp 27-28. Enter the second discount percentage in rp 29-32, with the corresponding number of days in rp 33-34. If net days appear in the contract, they will be entered in rp 35-36; however, if net days are not specified in the contract, enter a code N in

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		rp 35 and leave rp 36 blank. If discount terms are not applicable to a given contract, an N will be entered in rp 23, leaving rp 24-37 blank. If other terms are cited in the contract in lieu of or in addition to those shown in rp 23-36, code 9 will be entered in rp 37; otherwise, leave rp 37 blank.
Identity Code: Paying Office	38-43	Enter the identity code of the office making payment. See appendix A4. If more than the one office is designated in the contract for payment purposes, enter code 9 in rp 38 and leave the remainder of the field blank. In this case, the responsible paying offices will be identified in rp 55-60 of the PAD record.
Indicator: Fast Pay	44	Enter code F for fast pay provision. See appendix A19. Otherwise, leave blank.
Amount: Total Amount of Contract	45-54	Enter, in dollars (rp 45-52) and cents (rp 53-54), the face value of the contract being abstracted. See appendix A20. Right justify and prefix with zeros to fill the field. As specified in paragraph 4.D.3., increases and decreases will reflect net changes. An X-overPunch in rp 54 indicates a decrease. As specified in paragraph 2.F., an X-overpunch in rp 53 indicates the amount exceeds the limit of

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		the field; another PAB transaction will follow with the overflow amount and a code T in rp 45. If no costs are involved, enter zeros in rp 45-54 .
Date of Signature	55-61	Enter the date of signature or date of award in the case of a formal advertised procurement. For purchase orders, this is the same as the date in DI Code PAA, rp 23-29. Year-month-day will be expressed in accordance with appendix AZ.
Kind of Contract	62	Enter the appropriate kind of contract code in accordance with appendix A7.
Type of Contract	63	Enter the appropriate type of pricing provision code in accordance with appendix A8. If no costs are involved in this contract, leave blank.
Identity Code: Abstract Recipient ADP Point	64-69	Enter the identity code of the activity furnishing ADP support to the abstract recipient. See appendix A4. For contracts issued by the PO, the Abstract Recipient is always the CAO activity reflected in the "Administered by" block, rp 55-60 of DI Code PAA, as modified, of the basic contract. For calls/orders issued by the CAO, enter the identity code of the activity furnishing ADP support to the office indicated in the letter of delegation

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
		which authorized the CAO to issue the call/order. See paragraph I.N., for further explanation of ADP point.
Criticality Designator	70	Enter the appropriate Criticality Designator in accordance with appendix A9.
Indicator: Contract Administration Functional Limitations	71	Enter the Contract Administration Functional Assignment Limitation code 3 when a contract is assigned to a CAS component for payment only. See appendix A19.
Reserved	72-74	Leave blank.
Special Contract Provisions	75-79	Enter one or more of the applicable codes listed in appendix All. Entries indicate the existence of certain clauses or provisions in the contract. When more than five codes apply, the code with the lowest sequence number, as shown in the appendix, will be used. Entries will be left justified and suffixed with zeros to fill the field. If no entry, leave blank.
Reserved	80	Leave blank.



## APPENDIX C3

### ACCOUNTING CLASSIFICATION RECORD

A separate record will be prepared for each accounting classification in a given contract. However, a record need not be prepared for information to the transportation officer for citation on Government Bills of Lading for shipment at Government expense of items on an FOB origin contract. Each accounting classification will be assigned a reference number for the purpose of associating accounting classification trailers, supplies schedule data records, and service line item data records with the appropriate long line accounting classification.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAC.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
ACRN	23-24	Enter the accounting classification reference number assigned to the accounting classification. See appendix A16.
Accounting Classification Data:	25-74	Structured as shown below (also see appendix A17) .
Appropriation	(25-.34)	Enter the appropriation as shown in the contract. See appendix A12.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Limit /Subhead	(35-38)	Enter the appropriation limit or subhead code. Left justify and suffix with blank spaces to fill the field.
Supplement al Account ing Classification	(39-74)	Enter the balance of the accounting classification data in any arrangement desired by the Service/Agency. However, this arrangement should be consistent as it will be reported back to the Service/Agency in payment data, in the same manner as recorded in the abstract. See pages B2-1 through B2-5 for current data structure.
Identity Code: Accounting Station	75-80	Enter the appropriate accounting station identity (CPN recipient) code for the Army, DLA, and Air Force. See appendix A4. This field will be left blank for the Navy funds.

# APPENDIX C4

## ACCOUNTING CLASSIFICATION TRAILER

The trailer record is at the accounting classification level and is required for each accounting classification and each paying office cited in a contract.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAD.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
ACRN	23-24	Perpetuate the ACRN in the Accounting Classification Record.
Special Reimbursable Provisions	25-35	Enter the applicable code (s) :  a. When the contract authorizes cent ingent services for which the contractor may be reimbursed (i. e. , if the cost is incurred) with a charge to this ACRN but for which no CLIN/ELIN is applicable and no obligation has been established (i. e., codes A thru E, T, or Z) .

or

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		<p>b. When the contract authorizes material, services, or lump sum payments for which the contractor will be reimbursed (i.e., the cost will be incurred) with a charge to this ACRN but for which no CLIN/ELIN has been established (<b>i.e.</b>, codes F thru H, J thru M, P, or Z) .</p> <p>See appendix A40. Left justify, leaving the unused portion of the field blank.</p>
Reserved	36-44	Leave blank.
Amount: Obligated Amount	45-54	<p>Enter, in dollars (rp <b>45-52</b>) and cents (rp 53-54), the obligated amount of the contract being abstracted for a given accounting classification. See appendix A20. Right justify and prefix with zeros to fill the field. As specified in paragraph 4.D.3., increases and decreases will reflect net changes. An X-overpunch in rp 54 indicates a decrease. As specified in paragraph 2.F., an X-overpunch in rp 53 indicates the amount exceeds the limit of the field; another PAD transaction will follow with the overflow amount and a code T in rp 45. If this record is issued only to identify the accounting classification chargeable for a non-CLIN/ELIN payment for which no obligation has been established, zero fill.</p>

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Identity Code: Paying Office	55-60	Enter the identity code of each office making payment when more than one office is designated in the contract. See appendix A4. Otherwise, leave blank.
Reserved "	61-80	Leave blank.

APPENDIX C5

SUPPLIES LINE ITEM DATA RECORD #1

A Supplies Line Item Data Record #1 will be prepared for each line item pertaining to supplies or deliverable items as expressed by a four or six position CLIN or ELIN in the contract except for those ELINs on a DD Form 1423 for which a DD Form 250 is not required.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAE.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN or ELIN	23-28	Enter the basic contract line or exhibit line number in rp 23-26. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Stock Number	29-43	Enter the National Stock Number (NSN) or local stock number in rp 29-41. Rp 42-43 may be used for management data related to a stock number. See appendix A42. When a stock number is not available but will be furnished later, a U for "undefinitized" will be entered in rp 29, leaving the remainder of the field blank.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
		<p>A code U will be entered in rp 29 when a stock number is not applicable. If this line item references an exhibit, enter code N in rp 29, leave rp 30 blank, insert "EXHIBIT" in rp 31-37, and leave the remainder of the field blank. If delivery schedules are applicable to a services line item, enter code N in rp 29, leave rp 30 blank, insert "SERVICES" in rp 31-38, and leave the rest of the field blank. In this case, the services line record will not be used.</p>
Quantity: Order Quantity	44-51	<p>Enter the total quantity on order for a given CLIN or ELIN. See appendix A46. Right justify and prefix with zeros to fill the field. An X-overpunch will be entered in rp 44 when the quantity is estimated. When the quantity is unknown, a code U will be entered in rp 44, leaving the remainder of the field blank. If this line item references an exhibit or service, a code N will be entered in rp 44 and the remainder of the field left blank. An X-overPunch in rp 51 indicates a decrease. As specified in paragraph 2.F., an X-overpunch in rp 50 indicates the quantity exceeds the limit of the field; another PAE transaction will follow with the overflow quantity and a code T in rp 44.</p>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Purchase Unit	52-53	Enter the two position purchase unit to reflect the unit of purchase as 'shown in the contract. See appendix A13. Leave blank if no unit is shown in the contract.
Amount: Unit Price	54-64	Enter the unit price, in dollars (rp 54-60), cents (rp 61-62), and mills (rp 63-64) . See appendix A20. The dollar and cents segments of the field will be right justified and prefixed with zeros, the mills segment will be left justified and suffixed with zeros. If blank, zero fill the field. An X-overpunch in rp 54 indicates that the unit price is estimated. When the unit price is unavailable but will be furnished later, a code U will be entered in rp 54, leaving the remainder of the field blank. On other than fixed price services, unit price may not be applicable, in which case a code N will be entered in rp 54, leaving the remainder of the field blank. Enter a code C in rp 54, leaving the remainder of the field blank if the unit price for this contract subline or exhibit subline item is not separately priced and the unit price for this contract subline is included within the unit price of a related subline item. (If mills exceed two positions, enter 9, indicating "see contract, " in rp 54 and leave remainder of the field blank.)



<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Amount: Total Item Amount	65-74	Enter, in dollars (rp 65-72) and cents (rp 73-74) the amount of the item quantity on order (i. e., unit price times quantity rounded to the nearest cent) except when a code C, N, U, or 9 appears in rp 54. See appendix A2 O. Right justify and prefix with zeros to fill the field. As specified in paragraph 4.D.3., increases and decreases will reflect net changes. An X-overPunch will be entered in rp 65 when the Total Item Amount is estimated. When the Total Item Amount is underfinitized, a code U will be entered in rp 65, leaving the remainder of the field blank. If the Total Item Amount is not applicable, a code N will be entered in rp 65 and the remainder of the field left blank. An X-overpunch in rp 74 indicates decrease. As specified in paragraph 2.F., an X-overpunch in rp 73 indicates the amount exceeds the limit of the field; another PAE transaction will follow with the overflow amount and a code T in rp 65.
Identity Code: Item or Project Manager	75-80	If the activity to receive MILSCAP follow-on records of ship-ment performance is not the Issued By of the initial abstract or an activity colocated with the Issued By, enter the identity code of the authorized activity. See appendix A4. Otherwise, leave blank.

APPENDIX C6

SUPPLIES LINE ITEM DATA RECORD #2

A Supplies Line Item Data Record #2 will be prepared for each line item except for contract lines that reference exhibits and for those lines on a DD Form 1423 for which a DD Form 250 is not required, pertaining to any deliverable item or end item as expressed by a four position CLIN or ELIN on the procurement instrument.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAF.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN or ELIN	23-28	Enter the basic contract line or exhibit line number in rp 23-26. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Text: Noun	29-39	Enter the first 11 positions of the name and description of the item being procured as shown in the contract. See appendix A31.
Part Number	40-71	Enter the manufacturer's Federal Supply Code for Manufacturers in rp 40-44 and the part number in

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		rp 45-71. See appendix A43. If not available, leave blank. Left justify and suffix with blank spaces. If fractions are involved, use three positions, i.e., 1/2.
Procurement Quality Assurance (PQA) Site	72	Enter the code, in accordance with appendix A14, indicating the site where PQA (inspection) of supplies will take place.
Acceptance Site	73	Enter the code, in accordance with appendix A15, indicating the site where acceptance of supplies (i.e., when the Government assumes ownership of the supplies) will take place.
Free on Board (FOB) Site (CLIN/ELIN Level)	74	Enter appropriate FOB code for this line item, in accordance with appendix A5.
Quantity Variance Over	75-76	Enter permissible quantity overage in terms of percentage. See appendix A47 for appropriate codes. Right justify and prefix with zeros to fill the field. If no entry, leave blank.
Quantity Variance Under	77-78	Enter permissible quantity shortage in terms of percentage. See appendix A47 for appropriate codes. Right justify and prefix with zeros to fill the field. If no entry, leave blank.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Reserved: (for Controlled Item Report Requirement)	79	Leave blank.   (Although some contracts may require serial number reporting, this data is not yet an MILSCAP requirement. )
Reserved	80	Leave blank.

# APPENDIX C7

## SUPPLIES SCHEDULE DATA RECORD

A Supplies Schedule Data Record will be prepared for each ship-to, mark-for, delivery date, and MILSTRIP document number, -when applicable, within a six position CLIN or ELIN in the contract. This record pertains to procurement of supplies or end items as opposed to procurement of services. Records will not be provided when the contract line item references an exhibit or when the ELIN on a DD Form 1423 does not require a DD Form 250.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAG.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN or ELIN	23-28	Enter the basic contract line or exhibit line number in rp 23-26. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Identity Code: Ship-To	29-34	Enter the destination identity code. See appendix A4. If shipping instructions are to be furnished later, enter code U

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		in rp 29 (i.e., undefinitized) and leave the remainder of the field blank.
Identity Code: Mark-For	35-40	Enter the identity code of the ultimate recipient of the supplies. See appendix A4. The following MILSTRIP technique may also be used: code Y entered in rp 35 indicates the remainder of the coding in the field is meaningful only to the recipient and is not a formally established identity code. If no entry, leave blank.
Delivery Schedule Date	41-47	Enter the contract date for delivery of material which will be addressed to the destination shown in the Ship-To and Mark-For fields. This date is expressed as year-month-day in accordance with appendix A2. An X-overPunch will be entered in rp 41 when the date is estimated. When the date is undefinitized, a code U will be entered in rp 41, leaving the remainder of the field blank.
Quantity: Delivery Schedule Quantity	48-55	Enter the quantity scheduled for delivery on the date shown in the Delivery Schedule Date field and addressed to the destination in the Ship-To and Mark-For fields. See appendix A46. Right justify and prefix with zeros to fill the field. An X-overPunch will be entered in rp 48 where the quantity is estimated. When the quantity is

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
		<p>undefinitized, a code U will be entered in rp 48, leaving the remainder of the field blank. As specified in paragraph 4. D.3., increases and decreases will reflect net changes; an X-overpunch in rp 55 indicates a decrease. As specified in paragraph 2.F., an X-overpunch in rp 50 indicates the quantity exceeds the limit of the field; another PAG transaction will follow with the overflow quantity and a code T in rp 48.</p>
ACRN	56-57	<p>Perpetuate the entry in the Accounting Classification Record of the reference number which represents the accounting classification that is applicable to a given destination (ship-to/mark-for), delivery date, and quantity. See appendix A16. In rare cases, when multiple accounting classifications apply to a single unit so the quantity cannot be subdivided to relate to a single accounting classification, enter a code 9 followed by a blank. The "nine blank" indicates that information under the heading "Payment Instructions for Multiple Fund Accounting Citations" is provided in the contract. (See DFARS 204.7108.) In those cases where the ACRN cannot be determined for a Supplies Schedule Data Record, shipping instructions are to be furnished later and a code U for undefinitized</p>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		appears in rp 29; a code U for undefinitized may be entered in rp 56, leaving rp 57 blank. This will require entry of the proper ACRN at the time shipping instructions are issued prior to the shipment.
Reserved	58	Leave blank.
Transportation Priority (TP)	59	Enter the applicable code from the contract. See appendix A29. The TP code will appear in the consignment instructions of the contract as required by DFARS 247.305-10. The codes are constructed in accordance with DoD 4500.32-R, (reference (j)). Leave blank when a TP is not included in the contract.
MILSTRIP Data:	60-74	When an MILSTRIP requisition results in a new procurement or amendment to a contract, the following MILSTRIP data will be entered. Otherwise, leave blank. See appendix A45.
MILSTRIP Document Number	(60-73)	Enter the MILSTRIP document number for a given requisition.
MILSTRIP Suffix	(74)	Enter the MILSTRIP document number suffix if given; otherwise, leave blank.
CLIN/Subline (for Exhibit)	75-80	Enter the contract line/subline item number which establishes the exhibit line item number shown in rp 23-28. See appendix A50. Leave blank if no ELIN is involved.



APPENDIX C8

SERVICES LINE ITEM DATA RECORD

A Services Line Item Data Record will be prepared for each CLIN pertaining to procurement of services. Procurement of services is not confined to a service contract but may be included in other contracts such as research and development (R&D) and system acquisition contracts.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAH.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for related Administrative Data Record #1.
CLIN	23-28	Enter the basic contract line number in rp 23-26. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Text: Description of Services	29-53	Enter a portion of the services description, not to exceed 25 positions. See appendix A31.
Procurement Quality Assurance (PQA) Site	54	Enter the code, in accordance with appendix A14, indicating the site where PQA (inspection) of services will take place.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Acceptance Site	55	Enter the code, in accordance with appendix A15, indicating the site where acceptance of services (i .e. , where the Government approves specific services) will take place.
ACRN	56-57	Perpetuate the entry in the Accounting Classification Record of the reference number which represents the accounting classification that is applicable to a given service CLIN. See appendix A16. In rare cases when multiple accounting classifications apply to the same CLIN/subline and the quantity cannot be subdivided to relate to a single accounting classification, enter a code 9 followed by a blank. The nine blank indicates that information under the heading "Payment Instructions for Multiple Fund Accounting Citations" is provided in the contract. (See DFARS 204.7108.)
Service Completion Date	58-64	Enter the date a given service is scheduled for completion. This date is expressed as year-month-day in accordance with appendix A2. An X-overPunch will be entered in rp 58 when the date is estimated. When the date is undefinitized, a code U will be entered in rp 58, leaving the remainder of the field blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Amount: Total Item Amount	65-74	Enter, in dollars (rp 65-72) and cents (rp 73-74) , the amount of the item on order for a given CLIN . See appendix A20. Right justify and prefix with zeros to fill the field. As specified in paragraph 4.D.3., increases and decreases will reflect net changes. An X-overpunch will be entered in rp 65 where the Total Item Amount is estimated. When Total Item Amount is underfinitized, a code U will be entered in rp 65, leaving the remainder of the field blank. If Total Item Amount is not applicable, a code N will be entered in rp 65 and the remainder of the field left blank. An X-overPunch in rp 74 indicates a decrease. As specified in paragraph 2.F., an X-overpunch in rp 73 indicates the amount exceeds the limit of the field; another PAH transaction will follow with the overflow amount and a code T in rp 65.
Identity Code: Item or Project Manager	75-80	If the activity to receive MILSCAP follow-on records of performance is not the PO (the Issue-By of the initial abstract) or an activity collocated with the Issue-By, enter the identity code of the authorized activity. See appendix A4 . Otherwise, leave blank.

## APPENDIX C9

### ACKNOWLEDGMENT /cancellation

This format serves two purposes. Only the DI code and the message in record positions 35-52 are different.

a. To cancel a previously submitted abstract, or withdraw an abstract where the data entries are erroneous to the extent that the abstract originator desires to start over, the Cancellation Record (DI Code PEK) will be used. Internal procedures will back the related abstract records out of the applicable internal system. This method does not apply to contract modifications and can be initiated only by the originator of the abstract. The recipient of the request for canceling an abstract will provide a PFK transaction to indicate that the original abstract has been deleted from their files. It should be noted that the cancellation acknowledgment must be received before a new abstract can be sent.

b. An Acknowledgment Record (DI Code PFK) will be generated by the abstract recipient upon receipt of each contract abstract and on receipt of each abstract Cancellation Record (DI Code PEK). This will serve to confirm receipt of a basic abstract (PA\_ records) by the recipient and will be transmitted to the originator of the contract abstract within 5 workdays from abstract or cancellation submission date. Confirmation not received within 7 workdays may be subject to followup via message, advising that the acknowledgment has not been received for the contract abstract or the abstract cancellation of the contract number.

c. The data format for both the acknowledgment and cancellation records is as follows:

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PEK for a Cancellation Record; enter code PFK for an Acknowledgment Record.
PIIN	4-16	Enter the number assigned to the contract. See appendix A48.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
SPIIN: Call/Order	17-22	Enter the assigned call/order number in rp 17-20, and leave rp 21-22 blank. See appendix A49. If no call/order number, leave blank.
Identity Code: Abstract Recipient ADP Point	23-28	Enter the identity code of the activity that received the abstract or the cancellation notice. See appendix A4.
Identity Code: Issued By	29-34	Enter the identity code of the activity that originated the abstract. See appendix A4.
Text: Message	35-52	Enter "CANCEL" for a Cancellation Record; "ABSTRACT RECEIVED" for an abstract Acknowledgment Record; or "ABSTRACT CANCELED" for a cancellation Acknowledgment Record.
Transaction Date	53-57	Enter the date of preparation of this transaction. This date is expressed as month-day in accordance with appendix A2.
Reserved	58-80	Leave blank.

## APPENDIX C10

### MODIFICATION HEADER RECORD/ CORRECTION HEADER RECORD

The Modification Header Record reflects the information contained in the header portion of the SF 30. The Correction Header Record reflects the correction of information that was furnished in a previous abstract. (Following the PB1 or PE1 record will be the applicable pA\_ records involved in the modification or correction. The second position of these records will change the A to B or E, as appropriate. They will be PB\_ or PE\_ records. )

In general, changing noncontrol data requires the overlay technique; changing control data requires delete and add. Refer to chapter 4 for the control data in the succeeding change formats and for detailed instructions for changing both control and noncontrol data.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PB1 for a contract modification abstract or PE1 for a correction abstract.
PIIN	4-16	Enter the number assigned to the contract against which the modification or correction is issued. See appendix A48.
SPIIN	17-22	For modification to contracts, enter the modification number in rp 17-22. For modifications to calls or orders, enter the call/order number in rp 17-20 and the modification number in rp 21-22. See appendix A49. This number will be perpetuated in all abstract records required to effect a given change to the contract.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Effective Date of Modification	23-29	Enter the effective date of the modification, if applicable. The date is expressed as year-month-day in accordance with appendix A2.
Text: Modification Authority	30-44	Enter the modification authority from the SF 30, if applicable. See appendix A31. This is an optional entry and may be left blank.
Reserved	45-48	Leave blank.
Identity Code: Issued By	4 9-54	Enter the identity code of the office issuing the modification or correction. See appendix A4.
Identity Code: Administered By	55-60	Enter the identity code of the office administering the contract. See appendix A4.
Kind of Modification	61	Enter the appropriate code for the Kind of Modification outlined in appendix A41, if applicable. Otherwise, enter the kind of modification as indicated by paragraph numbers in block #13 of SF 30, i.e., a - change order, b - administrative change, etc.
Reserved	62-63	Leave blank.
Identity Code: Abstract Recipient ADP Point	64-69	Enter the identity code of the activity furnishing ADP support to the abstract recipient. See appendix A4. For modifications or corrections issued by the CAO activity, see paragraph 4.C.1.,

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		for determining the abstract recipient.
Date of Signature	70-76	Enter the date that the modification document was signed, if applicable. The date is expressed as year-month-day in accordance with appendix A2.
Numbering: Record Count	77-80	Enter the count of all records being abstracted (including the P_1 Header Record) for this PIIN/SPIIN. See appendix A21. When the counter exceeds 9999, transmit the last four positions of count only.



# APPENDIX C11

## SHIPMENT PERFORMANCE NOTICE SUPPLIES LINE ITEM

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PJJ.
PIIN	4-16	Enter the number signed to the contract against which the shipment was made. See appendix A48. An X-overpunch in rp 10 indicates a cancellation.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the shipment was made. See appendix A49. Modification numbers, including Provisioned Item Order numbers will not be entered. Leave blank if no call or order number applies.
CLIN or ELIN	21-26	Enter the basic exhibit line item number in rp 21-24, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 25-26; if no subline, leave blank.
Identity Code: Ship-to	27-32	Enter the identity code of the consignee to whom shipment was made. See appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Identity Code: Mark-For	33-38	Enter the identity code of the ultimate recipient of the supplies. See appendix A4. If no entry, leave blank.
Date Shipped	39-45	Enter the date of shipment as reflected on the DD Form <b>250</b> or DD Form 1155. This date is expressed as year-month-day in accordance with appendix A2. If the shipping document indicates that the shipping date is estimated, enter an X-overpunch in rp 39.
Quantity: Quantity Shipped	46-51	Enter the quantity shown as shipped on the shipping document. See appendix A46. Right justify and prefix with zeros to fill the field.
Shipment Identification Data:	52-59	See appendix A44.
Shipment Number	(52-58)	Enter from the DD Form <b>250</b> or DD Form 1155 the shipment number assigned to discretely identify this shipment under the contract.
Shipment Number Suffix	(59)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155, if applicable. This code will be a Z (final shipment against the contract) or an alpha, indicating a replacement shipment (see chapter 5, section F). Otherwise, leave blank.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Mode of Shipment	60	Enter the appropriate code from appendix A26 to indicate the transportation mode used to ship the supplies.
Contract Shipment Advice	61	Enter the appropriate code in accordance with appendix A25.
Stock Number or MILSTRIP data:	62-76	
Stock Number	(62-74)	For Navy and DLA contracts, enter the National Stock Number (NSN) or local stock number as reflected on the shipping document. See appendix A42.
	(75-76)	Blank.
MILSTRIP Document Number	(62-75)	For Army and Air Force contracts, enter the MILSTRIP document number as reflected on the shipping document;
MILSTRIP Suffix	(76)	and enter the MILSTRIP document number suffix code when reflected on the shipping document. See appendix A45. If no entry, leave blank.
Transaction Date	77-79	Enter the ordinal date on which this transaction was prepared. This date will be all numeric in accordance with appendix A2.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix A22. If no entry, leave blank.

# APPENDIX C12

## SHIPMENT PERFORMANCE NOTICE SERVICES LINE ITEM

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PJR.
PIIN	4-16	Enter the number assigned to the contract against which the services were performed. See appendix A48. An X-overpunch in position rp 10 indicates a cancellation.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the services were performed. See appendix A49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
CLIN or ELIN	21-26	Enter the basic exhibit line item number in rp 21-24, if applicable; if not, enter the basic contract line item number. See appendix A49. Right justify and prefix with zeros to fill this field. Enter the corresponding subline item number in rp 25-26; if no subline, leave blank.
Identity Code: Performed-At	27-32	Enter the identity code of the activity at which the services were performed (this may be a contractor's facility or a Gov-

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
		ernment activity) . See appendix A4 .
Reserved	33-38	Leave blank.
Date Completed	39-45	Enter the date of completion of the services as reflected on the DD Form 250 or DD Form 1155. This date is expressed as year-month-day in accordance with appendix A2. If the shipping document indicates that the completion date is estimated, enter an X-overPunch in rp 39.
Reserved	46-51	Leave blank.
Shipment Identification Data: Shipment Number	52-58	Enter from the DD Form 250 or DD Form 1155 the shipment number assigned to discretely identify this increment of services performed by the contractor. See appendix A44.
Reserved	59-60	Leave blank.
Contract Shipment Advice	61	Enter the appropriate code in accordance with appendix A25.
Text: Description of Services	62-79	Enter a portion of the description of services performed, not to exceed 18 positions. See appendix A31.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix A22. If no entry, leave blank.

# APPENDIX C13

## ACCEPTANCE ALERT

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PK5.
PIIN	4-16	Enter the number assigned to the contract against which acceptance is to be reported. See appendix A48.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, under which the shipment was made. See appendix A49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
Identity Code: Contract Administration ADP Point	21-26	Enter the identity code of the DCMR ADP point. This code is prescribed in appendix A4. (The A/R is later forwarded through DAAS to this ADP point. )
Identity Code: Ship-To	27-32	Enter the identity code of the consignee to whom shipment was made. See appendix A4.
Shipment Identification Data:	33-40	See appendix A44,
Shipment Number	(33-39)	Enter from the DD Form 250 or the DD Form 1155 the shipment number assigned to discretely identify this shipment under the contract.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Shipment Number Suffix	(40)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155. This code will be a Z (final shipment against the contract) or an alpha (replacement shipment). See chapter 5, section F. Otherwise, leave blank.
CLIN or ELIN	41-46	Enter the basic exhibit line item number in rp 41-44, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 45-46; if no subline, leave blank.
Quantity: Quantity Shipped	47-54	Enter the quantity shown as shipped on the shipping document. See appendix A46. Right justify and prefix with zeros to fill the field.
Purchase Unit	55-56	Enter the purchase unit shown on the shipping document. See appendix A13.
Stock Number	57-69	Enter the National Stock Number (NSN) or local stock number for the CLIN as reflected on the shipping document. See appendix A42. When a stock number is not applicable, enter the manufacturer's part number if 13 positions or less, FSCM in rp 57-61 and part number in (see appendix A43) rp 62-69. When neither a stock number nor a part number

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
		applies and there is a mark-for code in the DD Form 1155 or in block 4 of the DD Form 250, enter the DoDAAC in rp 58-63. When none of the above applies, enter other identifying information, such as an office symbol or name, in rp 58-69. Otherwise, leave blank.
Date Shipped	70-76	Enter the date of shipment as reflected on the shipping document. This date is expressed as year-month-day in accordance with appendix A2. When the shipping document indicates that the shipping date is estimated, enter an X-overpunch in rp 70.
Procurement Quality Assurance (PQA) Site	77	When quality assurance (inspection) is to be performed at destination, enter code D; otherwise, enter code S. See appendix A14.
Special Contract Provision: Liquidated Damages Clause	78	If the contract contains a Liquidated Damages clause, enter code A from appendix A11; otherwise, leave blank. This advises the consignee that acceptance action should be expedited.
Cash Discount Stipulation	79	Enter the appropriate code from appendix A27. This advises the consignee that a cash discount applies and acceptance should be expedited.
Transaction Status Indicator	80	Enter the appropriate code" in accordance with appendix A22. See chapter 6, sections F and G. If no entry, leave blank.



APPENDIX C14

ACCEPTANCE REPORT

<u>Field Leaend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PKN if A/A has been received; enter PKP if A/A has not been received.
PIIN	4-16	Enter the number assigned to the contract against which accep- tance is being reported. See appendix A48. An X-overpunch in rp 10 indicates a cancellation of the report.
SPIN : Call/Order	17-20	Enter the call or order number, if applicable, under which the shipment was made. See appendix A49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
Identity Code: Contract Adminis- tration ADP Point	21-26	Enter the identity code of the DCMR ADP point. This code is prescribed in appendix A4. (The A/R is forwarded through DAAS to this ADP point. )
Identity Code: Ship-To	27-32	Enter the identity code of the cons ignee to whom shipment was made. See appendix A4.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Shipment Identification Data:	33-40	See appendix A44.
Shipment Number	(33-39)	Enter from the DD Form 250 or DD Form Number 1155 the shipment number assigned to discretely identify this shipment under the contract.
Shipment Number Suffix	(40)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155. This code will be a Z (final shipment against the contract ) or an alpha indicating a replacement shipment (see chapter 5, section F) . Otherwise, leave blank.
CLIN or ELIN	41-46	Enter the basic exhibit line item number in rp 41-44, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 45-46; if no subline, leave blank.
Quantity: Quantity Shipped	47-54	Enter the quantity shown as shipped on the shipping document. See appendix A46. Right justify and prefix with zeros to fill the field.
Purchase Unit	55-56	Enter the purchase unit shown on the DD Form 250 or DD Form 1155. See appendix A13.

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<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Quantity: Quantity Accepted	57-64	Enter only that quantity actually accepted by the Government representative at the destination. Right justify and prefix with zeros to fill the field. See appendix A46. If this is an interim report, enter zeros.
Shipment/Acceptance Discrepancy Explanation	65	Enter the appropriate code from appendix A28 when either a difference exists between the quantity shipped and the quantity accepted, or the material is accepted when the complete shipping information is not available, i.e., documentation is missing or incomplete. If more than one reason is applicable, enter the major reason for the difference. Leave blank if no discrepancy is involved.
Actual/Estimated Acceptance Date	66-72	Enter the date that the material was accepted by the Government representative as indicated on the DD Form 250 or DD Form 1155. This date is expressed as year-month-day in accordance with appendix AZ. If this is an interim report, insert an X-overpunch in rp 66 and enter estimated date material will be accepted. Leave blank if material has not been received.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Date Delivered/ Offered	73-79	Enter the date that the material was delivered or offered for delivery (see chapter 6, section C) . This date is expressed as year-month-day, in accordance with appendix A2. Leave blank if material has not been delivered.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix A22. See chapter 6, sections F and G. If no entry, leave blank.

# APPENDIX C15

## STOCK NUMBERED RDF

A separate RDF will be prepared for each affected Ship-To address. Stock numbered RDFs (for Navy and DLA) will use DI code PJA.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PJA for a Navy or DLA contract or order.
PIIN	4-16	Enter the number assigned to the contract against which revised delivery is forecast. See appendix A48.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the shipment is to be made. See appendix A49. Modification numbers, including Provisioned Item Order numbers will not be entered. Leave blank if no call or order number applies.
CLIN or ELIN	21-26	Enter the basic exhibit line item number in rp 21-24, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 25-26; if no subline, leave blank.
Identity Code: Ship-To	27-32	Enter the identity code of the consignee for the delivery

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		affected by the revision. See appendix A4.
Delivery Schedule Date	33-39	Enter the date, as reflected in the contract delivery schedule, for the delivery affected by the revision. This date is expressed as year-month-day in accordance with appendix AZ.
Quantity: RDF Delivery Schedule Quantity	40-47	Enter that portion of the quantity reflected in the contract delivery schedule affected by the revision. See appendix A46. Right justify and prefix with zeros to fill the field. This quantity cannot exceed the contract quantity for the specified Ship-To identity and Contract Delivery Date. The quantity must be in terms of the purchase unit contained in the contract. If the quantity is less than the contract quantity, the balance will be delivered as scheduled.
Contract Delivery Date Revision Agent	48	Enter the appropriate code from appendix A23-A to reflect the organization that caused the delay. Do not leave blank.
Reason for Contract Delivery Date Revision	49-50	Enter the appropriate code from appendix A23-B to reflect the reason for the revised delivery forecast. When more than one factor caused the delay, the code for the major or most significant factor will be entered. Do not leave blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Forecast Delivery Date	51-57	Enter the best estimate of the date by which delivery will take place. This date is expressed as year-month-day in accordance with appendix A2.
CAO Recommendation Regarding Delayed Deliveries	58	Enter the appropriate code from appendix A24 to reflect the action that the CAO is taking or is recommending to the PO.
Reserved	59	Leave blank.
Stock Number	60-72	For Navy and DLA contracts, enter the 13 position National Stock Number (NSN) or local stock number as reflected in the contract. See appendix A42.
Purchase Unit	73-74	Enter the two position purchase unit as shown in the contract. See appendix A13. Leave blank when no unit is shown in the contract.
Transaction Date	75-79	Enter the date of preparation of this transaction. The date will be expressed as month-day in accordance with appendix A2.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix A22. If no entry, leave blank.

# APPENDIX C16

## MILSTRIP DOCUMENT NUMBERED RDF

A separate RDF will be prepared for each affected Ship-To address. MILSTRIP document numbered RDFs (for Army and Air Force) will use DI Code PJB.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PJB for an Army or Air Force contract or order.
PIIN	4-16	Enter the number assigned to the contract against which revised delivery is forecast. See appendix A48 .
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the shipment is to be made. See appendix A49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
CLIN or ELIN	21-26	Enter the basic exhibit line item number in rp 21-24, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 25-26; if no subline, leave blank.
Identity Code: Ship-To	27-32	Enter the identity code of the consignee for the delivery



<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		affected by the revision. See appendix A4.
Delivery Schedule Date	33-39	Enter the date, as reflected in the contract delivery schedule, for the delivery affected by the revision. This date is expressed as year-month-day in accordance with appendix A2.
Quantity: RDF Delivery Schedule Quantity	40-47	Enter that portion of the quantity reflected in the contract delivery schedule affected by the revision. See appendix A46. Right justify and prefix with zeros to fill the field. This quantity cannot exceed the contract quantity for the specified Ship-To identity and Contract Delivery Date. The quantity must be in terms of the purchase unit contained in the contract. If the quantity is less than the contract quantity, the balance will be delivered as scheduled.
Contract Delivery Date Revision Agent	48	Enter the appropriate code from appendix A23-A to reflect the organization that caused the delay. Do not leave blank.
Reason for Contract Delivery Date Revision	49-50	Enter the appropriate code from appendix A23-B to reflect the reason for the revised delivery forecast. When more than one factor caused the delay, the code for the major or most significant factor will be entered. Do not leave blank.

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<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Forecast Delivery Date	51-57	Enter the best estimate of the date by which delivery will take place. This date is expressed as year-month-day in accordance with appendix A2.
CAO Recommendation Regarding Delayed Deliveries	58	Enter the appropriate code from appendix A24 to reflect the action that the CAO is taking or is recommending to the PO.
MILSTRIP Data:	59-73	For Army and Air Force contracts. See appendix A45.
MILSTRIP Document Number	(59-72)	Enter the 14 position MILSTRIP document number as reflected in the contract.
MILSTRIP Suffix	(73)	Enter the MILSTRIP document number suffix code when reflected in the contract. If no entry, leave blank.
Reserved	74	Leave blank.
Transaction Date	75-79	Enter the date of preparation of this transaction. The date will be expressed as month-day in accordance with appendix A2.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix A22. If no entry, leave blank.

# APPENDIX C17

## ACCOUNTING CLASSIFICATION HEADER RECORD

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions "</u>
Document Identifier	1-3	Enter code PV1 .
PIIN	4-16	Enter the number assigned to the contract involved in the payment/collection. See appendix A48.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the payment/collection is being applied. See appendix A49. Leave blank if no call/order number applies.
ACRN	21-22	Enter the Accounting Classification Reference Number applicable to the accounting classification against which the payment /collection is being applied. See appendix A1 6. (This code is identical to the code in the contract or the contract abstract Accounting Classification Record prepared by the purchasing office. )
Numbering: Voucher Number	23-28	Enter the voucher serial number assigned to the payment/collection. See appendix 2421.
Numbering: Batch Sequence	29	Enter <b>a sequential</b> alpha code A through Z except I and O, for each CPN transaction set. See appendix A21.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Accounting Classification Data:	30-79	Structured as shown below. Also see appendix A17.
Appropriation	(30-39)	Enter the appropriation (exactly as furnished in the abstract or contract) applicable to the payment/collection. See appendix A12.
Limit /Subhead	(40-43)	Enter the appropriation limit or subhead (exactly as furnished in the abstract or contract) applicable to the payment/collection.
Supplement al Accounting Classification	(44-79)	Enter the balance of the accounting classification data (exactly as furnished in the abstract or contract) applicable to the payment/collection.
Transaction Status Indicator	80	Leave blank.

# APPENDIX C18

## DISBURSEMENT/COLLECTION RECORD

<b><u>Field Legend</u></b>	<b><u>Record Position (s)</u></b>	<b><u>Entry and Instructions</u></b>
Document Identifier	1-3	Enter code PV2.
PIIN	4-16	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code <b>as</b> prescribed in the related Accounting Classification Header Record, DI Code PV1.
Identity Code: CPN Recipient	30-35	Enter the identity code of the accounting point to which the CPN is being sent. See chapter 9, section J and appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Identity Code: Disbursing Officer	36-41	Enter the identity code as reflected in the voucher of the disbursing officer who made payment. See appendix A4.
Voucher Date	42-48	Enter the date of the voucher pertinent to the CPN. This date is expressed as year-month-day in accordance with appendix A2 .
Contract Payment Type	"49	Enter the code (for payments) which identifies the kind of payment being made. See appendix A32. Code C or F will be used only when another code is not applicable. Leave blank for collections.
Country Code	50-51	Enter the appropriate code if the payment/collection is an International Balance of Payments transaction as defined in DoD Instruction 7060.2 (reference (s)) . Country codes are published in DoD 5000.12-M (reference (f)), DoD Manual for Standard Data Elements, under reference number CO-XV of data element "Countries of the World." See appendix A36.
Numbering: (Original) Voucher Number	52-57	Enter the original voucher number of the previous transaction being corrected by SF 1081 or other adjustment document in the reversed and corrected CPN. See appendix A21. Otherwise, leave blank.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Contract Payment Deduction/Collection (Type of Collection)	58	Enter the code which identifies the type of collection. See appendix A34. Leave blank for disbursements.
Amount: Gross Amount	59-68	Enter, in dollars (rp 59-66) and cents (rp 67-68), the gross amount before deductions (plus or minus), applicable to the payment. See appendix A20. Right justify and prefix with zeros to fill the field. For example, on fixed price contracts, this is computed as unit price multiplied by quantity being paid for. Leave blank for collections and reverse deductions (if net amount paid includes reverse deductions, do not add reverse deductions to gross amount) .
Amount: Net Paid/Collected Amount	69-78	Enter, in dollars (rp 69-76) and cents (rp 77-78), the net amount paid, after deductions, if a payment. Enter the amount collected if a collection. See appendix A20. Right justify and prefix with zeros to fill the field.
Contract Fund Reporting Transaction	79	Enter the appropriate code which identifies the CPN as a disbursement or a collection. See appendix A33.
Reserved	80	Leave blank.

# APPENDIX C19

## DEDUCTION RECORD

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV3.
PIIN	4-16	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
CLIN or ELIN	30-35	Enter the basic exhibit line item number in rp 30-33, if applicable; if not, enter the basic contract line item number.



<u>Field Legend</u>	<u>Record Position ( s)</u>	<u>Entry and Instructions</u>
		See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 34-35; if no subline, leave blank.
Reserved	36-43	Leave blank.
Contract Payment Deduction/Collection (Type of Deduction)	44	Enter the primary code which identifies a reason for deduction, i.e., difference between Gross Amount and Net Amount in the Disbursement/Collection Record, DI Code PV2. See appendix A34.
Amount: Deduction Amount	45-54	Enter, in dollars (rp 45-52) and cents (rp 53-54), the amount of the deduction. See appendix A20. Right justify and prefix with <b>zeros</b> to fill the field.
Plus/Minus	55	Enter the code which indicates the amount is a deduction (minus) or a refund (plus) or a reverse deduction (plus) . See appendix A37.
Contract Payment Deduction/Collection (Type of Deduction)	56	Enter the second deduction code, if any. See appendix A34. Otherwise, leave blank.
Amount: Deduction Amount	57-66	Enter second deduction amount (dollars in rp 57-64, cents in rp 65-66), if any. See appendix A20. Otherwise, leave blank.
Plus/Minus	67	Enter the code applicable to the second deduction/refund/reverse

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		deduction amount, if any. See appendix A37. Otherwise, leave blank.
Contract Payment Deduction/Collection (Type of Deduction)	68	Enter third deduction code, if any. See appendix A34. Otherwise, leave blank.
Amount: Deduction Amount	69-78	Enter third deduction amount (dollars in rp 69-76, cents in rp 77-78), if any. See appendix A20. Otherwise, leave blank.
Plus/Minus	. 79	Enter the code applicable to the third deduction/refund/reverse deduction amount, if any. See appendix A37. Otherwise, leave blank.
Reserved	80	Leave blank.

# APPENDIX C20

## VARIANCE RECORD

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV4.
PIIN	4-6	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Reserved	30-43	Leave blank.

<b><u>Field Legend</u></b>	<b><u>Record Position (s)</u></b>	<b><u>Entry and Instructions</u></b>
CLIN or ELIN	44-49	Enter the basic exhibit line item number in rp 44-47, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 48-49; if no subline, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Contract Obligation Variance	50	Enter the primary code which identifies the reason for variance between the Gross Amount and the comparable contract amount. See appendix A35.
Amount: Net Variance Amount	51-60	Enter, in dollars (rp 51-58) and cents (rp 59-60), the amount of the net variance. See appendix A20. Right justify and prefix with zeros to fill the field.
Plus/Minus	61	Enter the code which indicates whether the variance is an addition to the contract obligation amount (plus) or a subtraction therefrom (minus) . See appendix A37 .
CLIN or ELIN	62-67	Enter the basic exhibit line item number in rp 62-65, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 66-67; if no subline, leave

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
		blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Contract Obligation Variance	68	Enter the code applicable to the second variance amount, if any. See appendix A35. Otherwise, leave blank. If rp 50 is code A, B, C, D, E, or T, leave . blank.
Amount: Net Variance Amount	69-78	Enter the second variance amount, if any. See appendix A20. Otherwise, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Plus/Minus	79	Enter the <b>code</b> applicable to the second variance amount, if any. See appendix A37. Otherwise, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Reserved	80	Leave blank.

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APPENDIX C21

LINE ITEM REPORT RECORD

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV5.
PIIN	4-16	Enter the number assigned to the contract as prescribed in the related Accounting Class ification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classifi- cation Header Record, DI Code PV1 . Leave blank if no call/or- der number is applicable.
ACRN	21-22	Enter the Accounting Classifica- tion Reference Number as pre- scribed in the related Account- ing Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1 .
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Shipment I dent if i- cation Data:	30-37	See appendix A44.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Shipment Number	(30-36)	Enter from the DD Form 250 or DD Form 1155 the shipment number assigned to the items for which payment is being made. If no number is applicable, e.g., advance payment, leave blank.
Shipment Number Suffix	(37)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155. This code will be a Z (final shipment against the contract) or an alpha indicating a replacement shipment (see chapter 5, section F) . Otherwise, leave blank.
Reserved	38-39	Leave blank.
Identity Code: Ship-To	40-45	Enter the identity code of the consignee from the shipping document covering the items for which payment is being made. See appendix A4.
Reserved	46-53	Leave blank.
Contract Payment Line Item Status	54	Enter the code which indicates whether or not this payment/collection transaction completes the line action. See appendix A39.
Quantity: Expenditure Quantity	55-62	Enter the quantity of items for which expenditure was made. See appendix A46. Right justify and prefix with zeros to fill the field.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
CLIN or ELIN	63-68	Enter the basic exhibit line item number in rp 63-66, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 67-68; if no subline, leave blank.
Amount : Item Gross Amount	69-78	Enter, in dollars (rp 69-76) and cents (rp 77-78), the overall payment amount which applies to the line item cited. See appendix A20. (This gross amount includes price and quantity variances but is not netted by deductions.) Right justify and prefix with zeros to fill the field.
Contract Fund Reporting Transaction	79	Enter the appropriate code which identifies the reported transaction as a disbursement or a collection. See appendix A33.
Reserved	80	Leave blank.



# APPENDIX C22

## TEXT HEADER RECORD

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PVA.
Text: Record Legend	4-20	Enter the words "PAYMENT TEXT HDR" with a blank space between words.
Numbering: Item Count	21-24	Enter the number of items (i. e., records) in the batch, including the Text Header Record. See appendix AZ 1.
Reserved	25-28	Leave blank.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1. If this is a dummy end of month (EOM) report, enter a sequential alpha code A through Z (excluding I and O) . See appendix A21. Repeat the alphabet after use of code Z.
Identity Code: CPN Recipient	30-35	Enter the identity code of the accounting point to which the CPN is being sent. See chapter 9, section J and appendix A4.
Identity Code: Disbursing Officer	36-41	Enter the identity code, as reflected on the voucher, of the disbursing officer who made the payment. See appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Numbering: Batch Serial Number	42-44	Enter a consecutive serial number which identifies the number of the batches transmitted to the accounting point since the first day of the fiscal year. If this is a dummy EOM report, perpetuate the last batch serial number transmitted to the CPN recipient this month. See appendix A21.
Reserved	45	Leave blank.
Reserved	46-51	Leave blank (until first voucher number becomes operational) .
Reserved	52-57	Leave blank (until last voucher number becomes operational) .
Amount: Collected Amount	58-68	Enter, in dollars (rp 58-66) and cents (rp 67-68), the sum of monies shown as collections in the CPNs. See appendix A20. Right justify and prefix with zeros to fill the field. If this is a dummy EOM report or if no amount is applicable, leave blank.
Amount: Disbursed Amount	69-79	Enter, in dollars (rp 69-77) and cents (rp 78-79), the sum of monies shown as payments in the CPNS . See appendix A20. Right justify and prefix with zeros to fill the field. If this is a dummy EOM report or if no amount is applicable, leave blank.
Transaction Status Indicator	80	If this is the last transmission of the month or a dummy EOM report, enter code F, in accordance with appendix A22. See chapter 9, paragraph 1.4. Otherwise, leave blank.

## APPENDIX C23

### CONTRACT COMPLETION STATEMENT

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PK9.
PIIN	4-16	Enter the number assigned to the contract against which contract completion status is being reported. See appendix A48. An X-overpunch in rp 10 indicates a cancellation, in which case rp 35-80 should be left blank.
SPIIN: Call/Order <b>or</b> Last Modification Number	17-22	Enter the call or order number in rp 17-20 for which completion status is being reported. If applicable, enter the last modification number for the call or order in rp 21-22. If this is not a call or order, enter the number of the modification with the latest effective date in rp 17-22. See appendix A49. Leave this field blank if not applicable.
Identity Code: Administered By	23-28	Enter the identity code, as reflected in the contract, of the office assigned primary contract administration responsibility. See appendix A4.
Identity Code: Purchasing Office	29-34	Enter the identity code, as reflected in the contract, of the office issuing the contract. See appendix A4.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Amount: Unliquidated Amount	35-42	Enter in dollars (rp 35-40) and cents (rp 41-42) , the remainder of the accumulated amounts paid as netted by all collections subtract ed from the amount obl i- gated on the contract by any contract modifications and adjusted by deductions and all variance codes. See appendix A20. Right justify and prefix with zeros to fill the field. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, paragraph D. 2. (c) ) .
Contract Close- out Group	43	Enter the appropriate code in accordance with appendix A30. This code indicates the time and condition under which this con- tract is closed.
Reserved	44	Leave blank.
Date Physically Completed	45-51	Enter the date that the contract is physically completed, in accordance with chapter 11, paragraph D.2. (a). This date will be expressed as year-month-day in accordance with appendix A2 .
Date of Final Payment	52-58	Enter the date of the voucher reflecting the final payment of the contract. This date will be expressed as year-month-day in accordance with appendix AZ. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, paragraph D.2. (c)) .

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Date Contract Completed	59-65	Enter the date that the contract was completed in accordance with the contract closing criteria. This date will be expressed as year-month-day in accordance with appendix AZ. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, paragraph D.Z. (c)) .
Identity Code: Disbursing Officer	66-71	Enter the identity code, as reflected on the voucher, of the disbursing officer that made final payment. See appendix A4. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, paragraph D.2. (c)) .
Numbering: Voucher Number	72-77	Enter the serial number assigned to the final payment voucher. See appendix A21. May be blank when not applicable, i.e., when rp 43 is code A (see chapter 11, paragraph D.2. (c)).
Reserved	78-79	Leave blank.
Transaction Status Indicator	80	Enter code F (for final) or J (for physically completed). See appendix A22.

# APPENDIX C24

## • UNCLOSED CONTRACT STATUS

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PKX.
PIIN	4-16	Enter the number assigned to the contract against which the unclosed contract status is being reported. See appendix A48. An X-overpunch in rp 10 indicates a cancellation.
SPIIN: Call/Order or Last Modification Number	17-22	Enter the call or order number in rp 17-20 for which unclosed status is being reported. If applicable, enter the last modification number for the call or order in rp 21-22. If this is not a call or order, enter the number of the modification with the latest effective date in rp 17-22. See appendix A49. Leave this field blank if not applicable.
Reserved	23-24	Leave blank.
Identity Code: Administered By	25-30	Enter the identity code, as reflected in the contract, of the office assigned primary contract administration responsibility. See appendix A4.
Identity Code: Purchasing Office	31-36	Enter the identity code, as reflected in the contract, of the office issuing the contract. See appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Identity Code: Contractor	37-42	Enter the identity code, as reflected in the contract, of the contractor. See appendix A4. Right justify.
Contract Close- out Group	43	Enter the appropriate code from appendix A30. This code will indicate the time and condition under which the contract is to be closed.
Reserved	44	Leave blank.
Date Physically Completed	45-51	Enter the date that the contract was physically completed in accordance with chapter 11, paragraph D.2. (a). This date is expressed as year-month-day in accordance with appendix A2.
Date of Final Payment	52-58	If final payment has been made, enter the date of the voucher reflecting final payment of the contract. Otherwise, leave blank. This date is expressed as year-month-day in accordance with appendix A2.
Estimated Com- pletion Date	59-65	Enter the best estimate of the date by which the contract will be completed in accordance with the contract closing criteria. This date is expressed as year-month-day in accordance with appendix A2.
Reserved	66-71	Leave blank.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Reason For Delayed Closing of Contract File	72	Enter the appropriate code, in accordance with appendix A38, 'that indicates the most signifi- cant reason the contract has not been closed.
Reason for Delayed Closing of Contract File	73	Enter the appropriate code, in accordance with appendix A38, for the second most significant reason that the contract has not been closed, if applicable. Otherwise, leave blank.
Reason for Delayed Closing of Contract File	74	Enter the appropriate code, in accordance with appendix A38, for the third most significant reason that the contract has not been closed, if applicable. Otherwise, leave blank.
Transaction Date	75-79	Enter the date of preparation of this transaction. The date is expressed as month-day (see appendix AZ) .
Reserved	80	Leave blank.



# APPENDIX C25

## CONTRACT CLOSEOUT EXTENSION

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PKZ.
PIIN	4-16	Enter the number assigned to the contract against which contract completion status is being reported. See appendix A48. An X-overpunch in rp 10 indicates a cancellation.
SPIIN: Call/Order or Last Modification	17-22	Enter the call or order number in rp 17-20 for which the contract closeout extension is being reported. If applicable, enter the last modification number for the call or order in rp 21-22. If this is not a call or order, enter the number of the modification with the latest effective date in rp 17-22. See appendix A49. Leave this field blank if not applicable.
Identity Code: Administered By	23-28	Enter the identity code, as reflected in the contract, of the office assigned primary contract administration responsibility. See appendix A4.
Identity Code: Purchasing Office	29-34	Enter the identity code, as reflected in the contract, of the office issuing the contract. See appendix A4.

<u>Field Legend</u>	<u>Record Position (s)</u>	<u>Entry and Instructions</u>
Reserved	35-42	Leave blank.
Contract Closeout Group	43	Enter the appropriate code in accordance with appendix A30. This code indicates the time and condition under which this con- tract is closed.
Reserved	44	Leave blank.
Date Physically Completed	45-51	Enter the date that the contract is physically completed, in accordance with chapter 11, paragraph D.Z. (a). This date will be expressed as year-month- day in accordance with appendix A2.
Reserved	52-58	Leave blank.
Extended Close- out Date	59-65	Enter the date that the contract file will be closed by the PO. This date is expressed as year- month-day in accordance with appendix A2.
Reserved	66-80	Leave blank.